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of Commissioners**

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17th District

Office of the County Auditor

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March 14, 2019

The Honorable Toni Preckwinkle, President  
and Board of Cook County Commissioners  
118 N. Clark Street, Room 537  
Chicago, Illinois 60602

Dear President Preckwinkle and Board of Commissioners:

In accordance with the County Auditor Ordinance 11-O-93 Sec. 2-311.9, at the beginning of each fiscal year, the Auditor shall submit an audit schedule to the County Board for referral to the Audit Committee for review and comment.

The following Audit Plan is prepared to provide a core guide for audits to be initiated during the fiscal year. Depending on workload and the other factors mentioned in the Audit Plan, some of these audits may not be initiated during the year, and other audits may be conducted that are not in this plan.

Based on the FY'2019 staff level of 8 auditors and 1 Information Technology (IT) auditor, we have determined that we have approximately 1533 audit days available ([Section IV Resources](#)). The audit schedule consists of higher risk areas identified for audit. With the resources available, the Office of the County Auditor (OCA) will focus on as many audit areas as possible to ensure the best coverage.

Based on the number of audit days available, our goal is to initiate audits as outlined in [SECTION V: FY'2019 AUDIT SCHEDULE](#). We will also continue to provide assistance to the Comptroller's Office in the preparation of the November 30, 2018 Comprehensive Annual Financial Report (CAFR). In addition, the Audit Plan provides for management consulting requests, special audits and assistance with special projects as the need is determined throughout the fiscal year.

We welcome the review of our Audit Plan for Fiscal Year 2019 and look forward to any comments or suggestions.

Respectfully Submitted,

William J. Carroll  
Deputy Auditor



**COOKCOUNTYGOVERNMENT**

**OFFICE OF THE COUNTY AUDITOR**

**FY'2019 AUDITPLAN**

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## SECTION I: INTRODUCTION

### Authority

The Office of the County Auditor (OCA) operates in accordance with the [County Ordinance, Division 6 - Auditor](#), which grants the OCA the authority to conduct financial, management and performance audits of all Cook County departments, offices, boards, activities, agencies and programs and in any government entity that is funded in whole or in part by the County pursuant to the County's annual appropriation bill.

### Mission

The mission of the OCA is to provide independent and objective assurance and consulting services designed to add value and improve the County's operations while promoting transparency and accountability in government. The OCA assists the County in accomplishing its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of countywide risk management, control, and governance processes.

### Role

An internal audit department plays a significant role in the development and sustainability of a strong internal control system. The internal audit activity provides assurance to management and the audit committee that risks to the organization are understood and managed appropriately. The following are the major roles and responsibilities of the internal audit function.

- ❖ Assess risk Countywide to identify the audit universe and apply audit resources in the most effective and efficient manner
- ❖ Conduct value added audits in a professional manner with high integrity
- ❖ Evaluate and provide reasonable assurance that risk management, control, and governance systems are functioning as intended and will enable the organization's objectives and goals to be met
- ❖ Report noncompliance issues and internal control deficiencies directly to the President, Board of Commissioners and Audit Committee and provide recommendations for improving the organization's operations, in terms of both efficient and effective performance
- ❖ Assess the information technology environment and associated risk exposures
- ❖ Maintain open communication with the Board, Cook County leadership, and Audit Committee
- ❖ Team with other internal and external resources as appropriate
- ❖ Adhere to auditing standards
- ❖ Comply with continuous education and staff development requirements

### Standards

The OCA adheres to the following standards in conducting the audits:

- [Generally Accepted Government Auditing Standards \(The Yellow Book\)](#)
- [Institute of Internal Auditors \(IIA\) Professional Standards](#)
- [ISACA Information Technology Audit Standards](#)

## SECTION II: APPROACH

The IIA's International Standards for the Professional Practice of Internal Auditing Performance Standard 2010 (Planning) and ISACA's IS Auditing Standard S5 (Planning) require that the OCA establish a risk-based plan to determine the priorities of the audit activity, consistent with the organization's goals and available audit resources.

As part of the development of the FY'2019 Audit Plan, the OCA implemented the Countywide Risk Assessment Program. The Countywide Risk Assessment provides a basis for the preparation of the Annual Audit Plan while enhancing the objectivity and transparency of the audit process. Key factors across the various offices and departments are evaluated to assess risk and allocate audit resources. A risk assessment is essential to ensuring that audit resources are applied in the most effective and efficient manner.

For FY'2019, the audit universe consisted of the high-level departments within the Offices under the President, the Elected Offices and the Forest Preserve District. The following are the risk factors that were applied:

- ✓ Public Exposure
- ✓ Compliance with Regulations
- ✓ Employee Turnover
- ✓ Audit Coverage
- ✓ Financial Impact (Appropriation, Revenue, Expenses, Contracts, Grants)
- ✓ Automation
- ✓ Sensitivity and Confidentiality

## SECTION III: AUDIT PLAN IMPLEMENTATION

The audit schedule is a fluid document. The audit schedule consists of higher risk areas identified for audit. With the limited resources, the OCA will focus on as many audit areas as possible to ensure the best coverage. The audit schedule and/or the nature and timing of the audits may vary based on the following:

- Requests by management;
- Changes in laws, statutes, regulations, and other mandates;
- Major changes in operations, programs, systems, and controls;
- Availability of key personnel;
- Potential loss and risk exposure; and
- Changes in audit resources.

## SECTION IV: AUDIT RESOURCES

Staff	Work Days Available	Continuing Professional Education (CPE)	Internal Training	Administrative Tasks (10%/5%)	Supervisor Reviews	Quality Assurance Internal Reviews	Total Audit Days
8 Audit Staff	1725	(40)	(10)	(130)	(150)	(5)	1390
1 IT Auditor	159	(5)	(2)	(9)			143

## SECTION V: FY'2019 AUDIT SCHEDULE

<b>AUDIT</b>	<b>DEPARTMENT/OFFICE</b>
<b>AUDITS (FINANCIAL, COMPLIANCE, OPERATIONAL, PERFORMANCE)</b>	
Appeal Case Assignment and Review Process	Board of Review
Traffic Court Revenue Process	Clerk of the Circuit Court
FMLA	JTDC
DOC Commissary	Sheriff
Ward Administration	Public Guardian
Financial Controls	Bureau of Asset Management
Inspection & Permit Process	Building and Zoning
Cash Handling Process	Animal Control
Grant Financial Processes	Planning and Development
Grant Management Process	Countywide
On/Off Boarding Process	Countywide
Statement of Economic Interest Compliance	Countywide
Implemented Recommendation Follow-up	Countywide
<b>INFORMATION TECHNOLOGY (IT) AUDITS</b>	
Cloud Auditing	BOT
On Line Filing System	Clerk of the Circuit Court
Time and Attendance	Countywide
Enterprise Resource Planning	Countywide
Disaster Recovery	Countywide
<b>FOREST PRESERVE DISTRICT (FPD) AUDITS</b>	
Worker's Compensation	Finance and Administration
Concessions	Permits, Concessions & Volunteer
Fleet Management Inventory	Facilities and Fleet Maintenance
Room Rental Revenue Contract	Permits, Concessions & Volunteer
<b>OTHER</b>	
FY'18 CAFR Support	Finance
Management Consulting or Special Audits	Countywide
Risk Assessment/FY'20 Audit Plan	Countywide